

10 OCT 1969

FILED *Personnel 11-2*

MEMORANDUM FOR: Director of Personnel

SUBJECT : Voluntary Employee Savings and Investment Program

STAT In reference to the approval by the Deputies at their meeting on 8 October 1969 of the Voluntary Employee Savings and Investment Program as set forth in the 21 August 1969 memorandum, please take the following action. In coordination with Messrs. [] Bush, and the appropriate officers in Personnel, please establish a list, in time sequence, of actions that must be taken to put this plan into effect. Components and officers responsible for carrying out these actions should be designated. Advise me of the proposed assignments of responsibility and the actions to be taken, and directions for this action can then be issued. Obviously there will be questions of policy and procedure in carrying out this program, and I would consider the above named group as the vehicle for considering these matters and making appropriate recommendations to the DD/S and Executive Director.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

DD/S:RLB:es (9 Oct 69)

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NOTE: The 21 Aug 69 memo referred to is DD/S 69-3917.